



## WC13 – Code of Conduct Policy

| College Policy        |                        |
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## Introduction

Westerfield College is committed to maintaining a safe, inclusive, and respectful learning environment that promotes academic excellence, personal growth, and social responsibility. As a community of scholars, we expect all students to uphold the values of integrity, respect, and responsibility.

## Purpose

The purpose of this Students Code of Conduct Policy is to:

1. Establish clear expectations for student behaviour and conduct.
2. Promote a culture of respect, inclusivity, and responsibility.
3. Ensure students understand the consequences of misconduct and the process for addressing such incidents.
4. Provide a fair and transparent process for investigating and resolving disciplinary incidents.

## Scope

This policy applies to all students enrolled at Westerfield College.

## Content

At Westerfield College, we have high expectations of students' behaviour on and off the premises. This helps us work together and promotes excellence. This code of conduct states the behaviour expected of students.

### Expected behaviour in the college:

- Come to the college ready to learn, dressed appropriately and properly equipped;
- Arrive on time for the start of the day and classes;
- Prepare for classes and ensure you have all the basic equipment you need for them, including appropriate clothing and footwear;
- Never attend college under the influence of alcohol; or any sort of psychoactive, controlled or banned substances unless prescribed (with evidence) by a medical professional.
- Submit all work to the best of your ability, on time and to deadline.
- If you are unable to meet a deadline, and need extension for genuine reason(s), you must request this in writing.
- All work submitted must be original, accurately referenced and must not be plagiarized.
- Attend all elements of your own individual planned study programme, including classes, tutorials, rehearsals, performances, meetings and planned support sessions.
- Follow the college Attendance & Punctuality procedures if you need to be absent.

- Treat each member of the school community with the utmost respect and professionalism. Bullying, intimidating behaviour and/or violence will not be tolerated.
- Adhere to Health & Safety rules and regulations in place at all times.
- Treat others with kindness and respect and listen to their opinions.
- Speak to others in a way that will not offend them, this means not making threats and not using aggressive or offensive language or acting in a way that may be harmful to yourself or others.
- Listen to the opinions of others—everyone is an individual.
- Treat others the way you would like to be treated.
- Respect the feelings and property of our neighbours when travelling to and from the college.
- Do not bully, intimidate or harass any member of the community.
- Never make any extremist, homophobic, racist, sexist or any other discriminatory comments to others physically or online.
- Have a quiet word with your friends if you feel they are breaching the code
- Tell a member of staff if you see or are concerned that the actions or behaviours of others are unacceptable.
- Be polite and considerate when dealing with all members of our community.
- All members of our community are equally valued
- Treat and speak to all staff and peers politely and respectfully.
- Take personal responsibility for your actions.
- Deal with conflicts without verbal abuse or violence.
- Tell the truth—own up if you do something wrong.
- Move around the college in a careful and considerate way.
- Be calm and professional around the building.
- Always wear your college I.D. card when you are on the premises. This must be visible at all times.
- Move promptly to classes
- Be safe at all times— all Safeguarding and Health & Safety rules must be followed in all areas of the college building.
- Look after your belongings and that of the college and others.
- Do not cause damage to our college through vandalism, graffiti or irresponsible behaviour.
- Return anything that you borrow.
- Hand lost property you find to the main reception.
- Never smoke within or anywhere directly outside the college building.

We are committed to being a safe space, a happy and healthy college where anything unlawful is unacceptable. Students must adhere to the rules of the college.

## Expected behaviour in the classroom

We all have a responsibility to make sure that we can all learn well in class. The following list shows what students must do:

- Arrive promptly and enter the teaching space ready for work
- Respect other peoples' learning and contributions
- Participate fully in lessons, responding positively to feedback
- Listen to and follow instructions/directions given to you by staff members
- Never touch, deface or damage other people's belongings or college equipment

## The use of social media while in college

I understand that social media puts everything in the public domain, therefore, in my use of social media, I must not make offensive comments, including those involving any form of discrimination or extremist language in the college

- ·Use social media in a way which could be seen to be promoting extremism and bullying any other member of the college
- ·Make any inappropriate comments to, or have any inappropriate contact with, staff members
- ·Record and publish pictures, video and audio of students or staff without their express permission
- ·Act in a manner that would bring the name of the college into disrepute.

## Policy Review

This policy will be reviewed every two years by the Academic Board unless there are changes that necessitate an earlier review.

## Version History

| No | Revised on          | Version | Changes | Approved by | Date of Approval | Revised by |
|----|---------------------|---------|---------|-------------|------------------|------------|
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